



California Association of Public Authorities for IHSS (CAPA)

Executive Director/Legislative Lobbyist

Job Description

I. GENERAL EXECUTIVE DIRECTOR DUTIES

1. Establish and maintain contacts that help to raise CAPA's visibility within the state and nation.
2. Facilitate implementation and progress toward achieving organizational goals and project objectives.
3. Establish priorities in alignment with CAPA's annual goals.
4. Conduct risk management and maintain appropriate insurance coverage.
5. Assist in developing and drafting policy positions, analyses, and other documents as needed.
6. Ensure timely filing of legally required documents.
7. Maintain organizational documents such as By-Laws, Policies and Procedures, fiscal procedures, and annually review all documents for potential amendment.
8. Facilitate management of the Association, staff and its main office, including maintenance of equipment and ordering supplies.
9. Oversee content and updating of CAPA website.
10. Perform other work related duties as needed or assigned.
11. Assist with planning Board and committee meetings, e.g., logistics, proposing and preparing agendas, monthly reports, tracking developments, and assisting chairs in managing CAPA committees, as necessary.
12. Oversee CAPA conference planning.
13. Communicate and implement Board policies and directives.

II. LOBBYIST FUNCTIONS

1. Screen all bills introduced and amended in the Legislative Session for those that impact In-Home Supportive Services and/or CAPA.
2. Consult with CAPA's President and Legislative Committee to identify and recommend positions on bills of interest. Provide timely communication to CAPA regarding amendments to or action taken on bills.
3. Coordinate with Legislative Committee to maintain bill files.
4. Prepare draft talking points for priority issues, and draft language and committee worksheets for CAPA-sponsored legislation.
5. Prepare and deliver letters of support or opposition on monitored bills for which CAPA has a position other than "watch" prior to the committee hearings or gubernatorial action on the bills.
6. Assist CAPA in preparing witness testimony and in understanding the committee process. Monitor progress, meet with legislators and their staff and, upon request, provide testimony on bills on which CAPA has established a position, including bills in "watch" status.
7. Review all State Budget proposals for items impacting In-Home Supportive Services and/or CAPA. Monitor actions of Assembly Budget Subcommittee No. 1 on Health and

- Human Services and Senate Budget Subcommittee No. 3 on Health and Human Services. Communicate CAPA's priorities to Budget Subcommittee members and staff, legislative leadership, and the Governor's Office, both orally and in writing.
8. Inform/advise Executive Committee and general membership on relevant issues. Provide CAPA, Legislative Chair, and Board Secretary with monthly oral and written report of legislative advocacy, consulting, and other activities on behalf of CAPA, including any other information relevant to CAPA and its Directors.
 9. Complete, file and maintain any required certifications and documentation including but not limited to Form 635 (Report of Lobbyist Employer), Form 601 (Lobbying Firm Registration Statement), Form 602 (Lobbying Firm Activity Authorization), as a lobbyist representative for CAPA and as required by law.

QUALIFICATIONS REQUIRED

- In-home-supportive-services (IHSS) knowledge and experience
- Lobbying experience
- Excellent written and oral communication skills
- Ability to work effectively with a diverse group of people
- Excellent analytical skills
- Excellent problem-solving skills and ability to meet deadlines
- Ability to develop and implement procedures, plans and projects under the direction of the CAPA Executive Committee
- Ability to manage multiple projects and priorities
- Some travel is required

PREFERRED

- Understanding and support of the Independent Living Movement philosophy
- Experience with issues relating to seniors/aging population and persons with disabilities
- Bachelor's degree with management or executive level experience

SALARY

Salary based upon experience

POSITION: Full-time

HOW TO APPLY: Email resume to Norma Olivarez at norma.olivarez@capaihss.org

For information on the **California Association of Public Authorities for IHSS (CAPA)**, visit our website at: www.capaihss.org.